Empowering Women in International Affairs



Project Title	Empowering Women in International Affairs
Project Slimmary	Support Executive Women at State (EW@S)'s efforts to advocate for opportunities for women in the Department.
Country	United States

Project Description

EW@S is an employee affinity group that brings senior executive-level career personnel together with the next generation of potential leaders to promote, support, and mentor women to advance through all ranks and promotion to senior leadership positions, as well as to identify and overcome barriers for advancement and retention of career women at the Department. EW@S seeks 3 virtual interns interested in women in leadership. The interns will complete projects from one or more of our committees—Communication & Outreach; Issues; Mentoring & Liaison; and Programs:

- 1) Communications & Outreach Committee: Create eye-catching visual and written products to facilitate internal communication.
- -Create layout and content for our monthly newsletter
- -Design surveys to assess member reactions to our events and advocacy, and elicit input on future efforts
- -Attend monthly committee and board meetings remotely, take meeting minutes and action items for distribution
- 2) Issues Committee: Help the committee keep up-to-date with Department of State publicly available data on hiring, retention, and the promotion of women.
- -Track publicly available data on hiring, retention, and the promotion of women in the public and private sectors
- -Determine which data would be of greatest interest to EW@S membership and appropriate ways to present it
- -Present gathered information using data visualization tools, including via quarterly updates to the field
- -Research trends in hiring, retention, and the promotion of women in federal service and in the private sector
- 3) Mentoring & Liaison Committee: Facilitate mentoring activities for our membership and help the committee liaise with other Departmental entities to provide mentoring opportunities.
- -Research theories on and barriers to mentorship in the workplace, present findings to the committee
- -Brainstorm and assist with events and activities to facilitate relationship building in the organization
- -Attend Departmental employee affinity group mentoring meetings remotely, take notes for distribution within the committee
- 4) Programs Committee: Assist the committee to plan and execute events for our membership and the broader State Department community.
- -Research possible thematic events related to women's empowerment and identify potential speakers to create a list of resources and toolkits

- -Assist with design and creation of invitations and promotional materials for events
- -Attend our events remotely, take notes, and prepare read-outs for the board and committee

Required Skills or Interests

Skill(s)	
Analytical writing	
Data analysis	
Data visualization	
Editing and proofreading	
Graphic design	
Infographic design	
Research	
Survey / polling design	

Writing

Additional Information

Candidates should indicate their interest in one or more of the referenced projects. All candidates must have regular access to the internet and experience with Microsoft Office products. Candidates interested in working on the monthly newsletter must demonstrate familiarity with a platform for creating newsletters (e.g., Canva, Adobe Creative Suite, Publisher, etc.). Candidates interested in working on projects for the Issues committee must demonstrate skills in writing, data analysis, and presenting data visually.

Language Requirements

None